

TOWN OF WEBSTER, MASSACHUSETTS
REQUEST FOR QUALIFICATIONS
FOR
OWNER'S PROJECT MANAGEMENT SERVICES
FOR THE
CHESTER C. CORBIN PUBLIC LIBRARY CONSTRUCTION PROJECT

The Town of Webster, Massachusetts seeks proposals for qualified construction/project management firms for project management services for the construction of a new Chester C. Corbin Library. The project is projected to be within the nine (9) to twelve (12) million dollar range.

Request for Qualifications (RFQ) may be obtained from the Chester C. Corbin Public Library, 2 Lake Street, Webster, Massachusetts during the following hours:

Mondays – 9:00 a.m. – 4:30 p.m.
Tuesdays – 9:00 a.m. – 4:30 p.m.
Wednesdays – 9:00 a.m. – 1:00 p.m.
Thursdays – 9:00 a.m. – 4:30 p.m.
Fridays – 9:00 a.m. – 4:30 p.m.

The RFQ may also be obtained from the Chester C. Corbin Public Library website: corbinlibrary.org and the Town of Webster website: webster-ma.gov.

Sealed proposals, clearly marked "Project Management Services for the Chester C. Corbin Library Construction Project" must be received no later than 12:00 p.m., on Wednesday, June 17, 2015, in the Library Director's Office at the above address.

The Board of Selectmen will appoint a Library Building Committee (LBC) for the purpose of reviewing proposals submitted pursuant to this RFQ. The LBC will make a recommendation to the Board of Library Trustees who provide the choice to the Town Administrator for award of the contract.

The LBC reserves the right to reject any or all proposals, to waive any informalities in the proposals, and to award a project management contract in a manner that best serves the interests of the Town.

I. Scope of Services

The duties of the Library's project manager shall include, but not limited to, the following:

1. Providing advice and consultation with respect to design, budget, value engineering, scope of the work, cost estimating, evaluation of general contractor and subcontractor pre-qualifications pursuant to M.G.L. c. 149 §§ 44D½ and 44D¾, scheduling, construction, and the selection, negotiation with, and oversight of a designer, clerk of works and general contractor of the project.
2. Ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project.
3. Assisting in monthly project evaluation including, but not limited to, defining conflicts with schematic design, written evaluations of the performance of the design professional, clerk of works, contractors, and subcontractors, and subsequent submissions of said evaluations to the Massachusetts Board of Library Commissioners (MBLC). On-site attendance will be negotiated at contract signing.
4. Ensuring designer's receipt of all necessary permits required for the building project.
5. Overseeing all project related contracts, change orders and payment requests.
6. Meeting with the LBC on a regular basis to ensure transparency throughout the entirety of the project.
7. Defining any conflicts in design, construction, budget, engineering, scope of the work, cost estimating, and time schedules.
8. The OPM will not substitute other individual to complete services without approval of the LBC.

II. Minimum Qualifications

All applicants must possess the following minimum qualifications:

1. Must be an individual, corporation, partnership, sole proprietorship, joint venture, or other entity engaged in the practice of providing project management services for the construction and supervision of construction buildings.
2. Must be either: (1) registered by the Commonwealth of Massachusetts as an architect or professional engineer and have at least five (5) years' experience and supervision of construction buildings; or if not (2) registered as an architect or professional engineer, have at

least seven (7) years' experience in the construction and supervision of construction of public buildings.

3. The project manager shall be independent of the designer, general contractor or any sub-contractor involved in this project.
4. Thorough knowledge of the Massachusetts State Building Code and all laws and regulations governing public library building construction projects in the Commonwealth.
5. Thorough knowledge of Massachusetts State procurement laws and regulations.
6. Knowledge and experience in the construction of Library facilities, particularly those located in Massachusetts.
7. Development of life cycle costs of operating the Library as it relates to future operational budgets.
8. Applicant must possess Massachusetts professional registration or licensing in all applicable disciplines.
9. Maintain sufficient levels of skilled staff to complete the project in an acceptable time frame.
10. Thorough knowledge of Massachusetts Board of Library Commissioners (MBLC) rules and regulations regarding State Library Building Grants.
11. Must have prior to signing of the contract:
 - a. Comprehensive general liability insurance of \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit, or such other higher amount as may be agreed to during contract negotiations. The Town of Webster should be named as an "additional insured."
 - b. Worker's Compensation insurance in accordance with all applicable state laws.
 - c. Errors and Omissions Insurance equal to 10% of the total estimated construction cost or \$1,000,000.

III. Proposal Submission Requirements

1. Proposing Firms are limited to twenty (20) pages, printed double-sided and three (3) appendices (Resumes, Required Forms & Standard Designer Application Form).

2. Nine (9) copies of the proposal shall be submitted no later than 12:00 p.m. on Wednesday, June 17, 2015. Proposals should be submitted to and addressed as follows:

Chester C. Corbin Public Library
c/o Amanda Grenier
2 Lake Street
Webster, MA 01570

Proposals submitted after the date shown above will not be considered. It is the sole responsibility of the proposer to insure that its proposal arrives on time at the designated place.

3. Proposals should be submitted in a sealed envelope, clearly marked on the outside as follows:

Project Management Services for Chester C. Corbin Public Library Construction Project

4. Complete proposals must include the following:
 - a. A list of the names and locations for all public projects for which the applicant performed project management services within the last five (5) years. Such list shall include the name, address and phone number for a contact person for the owner for each such project.
 - b. If not included in the response to number 1, above, a list of the names and locations for the last five (5) consecutive projects for which the applicant performed project management services. Such list shall include the name, address and phone number for a contact person for the owner for each such project.
 - c. Provide a minimum of three (3) years balance sheets and income statements as evidence of the Respondent's financial stability and capacity to support the proposed contract.
 - d. A list of qualifications of key personnel from the proposed project team, and the other particular expertise to be supplied by the consultant.
 - e. Demonstrated experience with life cycle cost analysis, cost estimating, and value engineering with actual examples of recommendations and associated benefits to Owners.
 - f. Whether applicant has ever been debarred or been the subject of any type of censorship by any local, state or federal governmental unit, body or agency in connection with the provision of project management services or any other related discipline.
 - g. Whether applicant has ever had its contract terminated by any owner on any project for any reason. Please provide an explanation of such termination and the reasons for the same, along with the name, address and phone number for a contact person for the owner of such project.

- h. A list of any pending litigation from the last three (3) years. Please provide an explanation of the litigation along with the name, address, and phone number of a contact person regarding the litigation.
- i. Complete list of pending or reasonably anticipated projects for which applicant provides or will provide project management or other professional services. Such list should identify whether, and to what extent, any of the key employees or consultants to be used by applicant on this project are employed or used on any pending or reasonably anticipated projects.
- j. Documentation of "Minimum Qualifications" as set forth above.
- k. Such other information as the Town of Webster and Library may reasonably request.
- l. Required Certifications:
 - a. Certificate of Non-Collusion
 - b. Certificate of Tax Compliance
 - c. Conflict of Interest Certification
 - d. Conflict of Interest Statement
 - e. Certificate of Corporate Respondent
 - f. Certificate of Compliance with M.G.L. c. 151B
 - g. Certificate of Non-Debarment
 - h. Certification of Massachusetts General Laws and Building Codes
 - i. OPM Application Form – May 2008

IV. Comparative Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge, and abilities with respect to public construction projects, particularly involving the construction and renovation of public libraries in Massachusetts. The LBC will evaluate responses based on the criteria listed below. The methodology used by each LBC member to score that particular criterion is detailed below. The maximum available points for each criterion is listed next to that criterion.

1. Past Performance of the Respondent (15 Points), if any, with regard to public funded library projects across the Commonwealth, as evidenced by:
 - a. Documented performance on previous projects as set forth in the OPM Application Form, including the number of projects managed, projected dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions.

- b. Experience managing renovation/expansion projects in existing and occupied public libraries.
 - c. Satisfactory working relationship with designers, contractors, Owner, the MBLC and local Officials.
- 2. Thorough knowledge of the Massachusetts State Building Code (10 Points), regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3. Thorough knowledge of Commonwealth construction procurement laws (10 Points), regulations, policies and procedures, as amended by the 2004 Construction Reform laws.
- 4. Management approach (10 Points): Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of 20,000 square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5. Key personnel (15 Points): Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value (\$12,000,000) and complexity to the project being considered.
- 6. Capacity and skills (10 Points): Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by Sub-consultants.
- 7. Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million (5 Points).
- 8. Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating, and value engineering with actual examples of recommendations and associated benefits to Owners (5 Points).
- 9. Financial Stability (10 Points): Provide minimum three (3) years balance sheets and income statements as evidence of the Respondent's financial stability and capacity to support the proposed contract.
- 10. Experience with Historic Preservation Measures specifically those related to projects within the Commonwealth (10 Points).

In order to establish a short list of Respondents to be interviewed (3-5), the LBC will base its initial ranking of Respondents on the above Evaluation Criteria. The LBC will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

The LBC reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MBLC may request.

V. General and Special Provisions

1. The Town of Webster and Library Board of Trustees reserve the right to reject any and all proposals, waive informalities and to recommend the award of a contract as may be in the best interest of the Town of Webster and the Library.
2. All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Town of Webster and Library Board of Trustees, and may be disposed of without notification and shall be considered public information.
3. The applicant selected by the Town of Webster and Library Board of Trustees shall be expected to comply with all applicable federal state and local laws and regulations in the performance of services.
4. Prospective applicants who have any questions regarding this Request for Qualifications should contact:

Chester C. Corbin Public Library
c/o Amanda Grenier, Director
2 Lake Street
Webster, MA 01570
agrenier@cwmars.org

All inquiries must be made in writing, and responses, if required, will be sent to all proposers of record.

Inquiries received later than five (5) business days before the deadline for the receipt of proposals will not be considered.

VI. Certification of Non-Collusion and Tax Compliance and Corporate Authority

A "Collusion and Fraud Statement," "Certificate of State Tax Compliance" and "Certificate of Corporate Authority" must be signed and included with the proposal. These forms are included in this RFQ.

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties or perjury that said contract or complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature

Name (print)

Title

Contractor

Tax ID #

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date

Name of person signing bid or proposal

SEAL if proposer is a corporation

Name of Business

Address:

Telephone

CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

Held on _____ it was VOTED that:
(Date)

(Name)

(Officer)

of this corporation, be and he/she hereby is authorized to execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporations' name on its behalf by such _____
under seal of the company, shall be valid and binding upon this corporation. (Officer)

A True Copy,

ATTEST:

TITLE:

PLACE OF BUSINESS:

DATE OF THIS CERTIFICATE:

I hereby certify that I am the clerk of the _____ that _____
is duly elected _____ of said corporation, and that the above vote has not
been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk)

CORPORATE SEAL: